

Vacancy Announcement
2005 - 02CD



United States Bankruptcy Court
Western District of Texas
San Antonio, Texas
Chief Deputy II
JSP 15/16 - Range: \$100,129 - \$146,800
Resumes must be received by August 31, 2005

Chief Deputy Type II

The Clerk's Office of the United States Bankruptcy Court for the Western District of Texas is seeking a goal-oriented individual for the position of Chief Deputy Clerk.

Overview: The court serves the citizens of the Western District of Texas with staffed offices in San Antonio, Austin, El Paso, Midland and Waco. The Clerk's Office has 60 employees who support four judges and their staff. The court handles average annual case filings of more than 20,000 and has been on the case management electronic case filing system (CM/ECF) since March 2001.

Summary: The Chief Deputy is a senior-level management position reporting directly to the Clerk of Court, and in the absence of the Clerk, assumes the functions and responsibilities of the Clerk. The Chief Deputy shares the responsibility for the supervision and management of daily operations, including case processing, financial operations, budget, statistical reporting, human resources, records maintenance, security, property management, procurement, and information technology. Working closely within the management team and all staff, the Chief Deputy assists in the development, implementation, and refining of office policies, procedures, and programs to enhance the productivity of the entire organization. The Chief Deputy also supports the Clerk and management team in analyzing and revising organizational structure, establishing long-range schedules, priorities and deadlines for completion of work assignments and special projects.

Responsibilities include:

Consults with and makes recommendations to the Clerk of Court and work groups regarding court policies, procedures, and staffing decisions, as well as operational issues affecting the court. Assigns, coordinates, and establishes performance expectations, training, and evaluation process; functions as a coach to a variety of work groups. Assists with the development and maintenance of automated systems and new technologies to support the business of the court. Monitors procedures for assuring adherence to internal controls. Advises attorneys on procedural matters related to filings. Assures compliance with appropriate policies and procedures. Performs other duties as needed.

Minimum Qualifications:

Minimum of six (6) years of experience in a responsible administrative, professional or technical position in which they have gained thorough knowledge of the concepts, principles and theories of organizational management and human resources. At least three (3) years of the six years experience must have been in a position of substantial management responsibility. Bachelor's degree in public or business administration is required. Preference will be given to applicants possessing a graduate degree in judicial, public, or business and federal or state judicial administrative experience.

Desirable Qualifications:

Exceptional leadership skills and proven problem solver; provides innovative solutions to workplace problems and employee relations issues. In-depth working knowledge of processes of the court system. Experience in applying automation and technology to improve business practices. Excellent project management skills. Working knowledge of CM/ECF and FAS4T. Excellent written and verbal skills. Expertise in dealing with others in person-to-person work relationships. Possess a professional demeanor and appearance, mature judgment and positive outlook. The successful candidate must be able to balance the demands of varying workload and should be a highly organized leader.

Benefits:

Employees are eligible for up to 13 days paid vacation per year for the first 3 years of employment; up to 20 days per year until the 15th year of service, thereafter 26 days per year. Sick leave is earned at 4 hours per pay period. Participation in the Federal Retirement System and a tax-deferred Thrift Savings Plan (similar to the 401K plan). Optional participation includes health and life insurance programs, long-term disability insurance, long-term care insurance and flexible spending accounts. Creditable time-in-service with other federal agencies will be added to the service computation date for computing employee benefits. This position is subject to mandatory electronic fund transfer for payment of net pay.

Background Check:

This is an Executive High-Sensitive position within the federal judiciary. Employment will be considered provisional pending a successful completion of a ten-year full-field Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years. Employees of the judiciary are at-will employees. Judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be citizens of the United States of America or be eligible to work in the United States.

To Apply: Qualified persons are invited to submit a cover letter and a narrative explaining their management philosophy and a detailed example of a significant achievement in their career. A resume detailing the years of experience, including dates of employment, salary history, functions managed, the number and composition of personnel supervised and the reason for leaving each position. Three written letters of recommendation should also accompany the resume.

Resumes will only be accepted through the mail and must be received no later than August 31, 2005.

Please mail to:

Patty Cortez - De La Garza
Human Resources Manager
United States Bankruptcy Court
Western District of Texas
615 E. Houston, Suite 546
San Antonio, TX 78205

Only those selected for interviews will be contacted. Participation in the interview process will be at the applicant's own expense. Federal Civil Service classifications or regulations do not apply.